

POSITION: TRAVEL EXPEDITOR**BASIC FUNCTION OF POSITION**

Assists and provides expeditor service to employees and official visitors to Post. Prepares official travel documents for the American and Burmese employees assigned to Post. Self-drives while performing expeditor duties.

MAJOR DUTIES AND RESPONSIBILITIES

Provides expedited service to Charge D’Affaires, Embassy VIPs, and TDY, PCS, MedEvac travelers through Burmese Customs and airport check in and check out upon their arrival and departure...60%

Delivers passports and visa applications to relevant embassies, offices and persons...15%

Assists Travel Section with e-service requests, phones, filing, inputting visitor data, checking hotel availability and doing translations... 20%

Liaison with airport officials on special issues and is available as emergency chauffeur, as needed. 5%